

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

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| 1. POST Hanoi, Vietnam | 2. AGENCY Department of State | 3a. POSITION NO. |
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

☒ Yes 6 positions ☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position

☒ c. Other (explain) CAJE
CAJE

| 5. CLASSIFICATION ACTION | Position Title and Series Code | Grade | Initials | Date (mm-dd-yy) |
|----------------------------------|--------------------------------|-------|----------|-----------------|
| a. Post Classification Authority | Senior Guard, FSN-710 | 5 | | 03-02-05 |
| b. Other | | | | |
| c. Proposed by Initiating Office | Senior Guard, FSN-710 | | | |

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| 6. POST TITLE POSITION (if different from official title) | 7. NAME OF EMPLOYEE |
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| MISSION U.S. Embassy Hanoi | b. Second Subdivision |
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| a. First Subdivision Regional Security Office | c. Third Subdivision |
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| 9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="display: flex; justify-content: space-between;"> Typed Name and Signature of Employee Date(mm-dd-yy) </div> | 10. This is a complete and accurate description of the duties and responsibilities of this position. NGUYEN, Dang Thung 10/29/2004 <div style="display: flex; justify-content: space-between;"> Typed Name and Signature of Local Supervisor Date(mm-dd-yy) </div> |
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| 11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="display: flex; justify-content: space-between;"> Christopher J. Amyes 10/29/2004 </div> <div style="display: flex; justify-content: space-between;"> Typed Name and Signature of American Supervisor Date(mm-dd-yy) </div> | 12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="display: flex; justify-content: space-between;"> 03-02-05 </div> <div style="display: flex; justify-content: space-between;"> Typed Name and Signature of Human Resources Officer Date(mm-dd-yy) </div> |
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| 13. BASIC FUNCTION OF POSITION See attached | |
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| 14. MAJOR DUTIES AND RESPONSIBILITIES See attached | % OF TIME |
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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of secondary school.

Prior Work Experience

Two years of experience in security guard or guard related duties with progressively increasing responsibilities.

c. Post Entry Training

Must receive training on basic first aid; fire fighting techniques, bio/chemical response, vehicle and personnel screening procedures, surveillance detection and emergency responses. Communication skills basic training. Must be trained on the use and basic preventative maintenance of the Itemiser III explosives detector, 3 types of X-ray machines, and 2 types of walk-through metal detectors. Must be trained on the use of the side handle and expandable baton and the proper use of force.

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level 3 English ability. Level 4 Vietnamese ability.

e. Knowledge

Incumbent must have thorough knowledge and understanding General Guard Orders and Post Orders for all posts, especially emergency procedures and drills. Must have complete knowledge of Embassy policies and regulation to include those contained in the FSN handbook. Must have complete knowledge of Mission organizations, offices, facilities, and residences. Must be familiar with the most efficient routes to and from all facilities and residences in order to respond to emergencies in a timely fashion. Must have Basic knowledge of first aid, CPR, and Bio/chemical response.

f. Skills and Abilities

Must have a valid drivers licence. Must have ability to read and write and be able to communicate with people from all ethnic, and socioeconomic backgrounds. Must understand the function and use of technical security equipment such as the Explosives detector, X-ray machine and hand-held and walk-through metal detectors. Must have thorough knowledge of the use of force, the right of self-defence, methods of escalation and de-escalation of force, and the use of both the side handle and expandable batons.

16. POSITION ELEMENTS

a. Supervision Received

Under the direct supervision of the Guard Supervisor.

b. Available Guidelines

General and post specific guard orders.

c. Exercise of Judgment

Must be able to exercise good independent judgment in response to security incidents and emergencies.

d. Authority to Make Commitments

None

e. Nature, Level and Purpose of Contacts

Contact with RSO, ARSO, Guard Supervisor, other guards, Embassy personnel and visitors & victims of accidents or crimes. Must also develop and maintain good working relationships with local law enforcement in the areas of Embassy facilities & residences.

f. Supervision Exercised

Provide direct line supervision of a 10-guard squad. During special, high-profile events, incumbent may be required to supervise up to 20 guards.

Time Required to Perform Full Range of Duties after Entry into the Position

One year.

Senior Guard

13. BASIC FUNCTION OF POSITION

Under the oversight of the Guard Force Commander, provides direct line supervision of a 10-guard squad. During special, high-profile events, incumbent may be required to supervise up to 20 guards. Incumbent is responsible for protecting the lives of USG personnel and property by ensuring all posts are manned. Through the effective use of random/unannounced post inspections, incumbent must ensure that the guards are alert, properly uniformed and equipped and have a thorough understanding of the general and post orders. Incumbent mentors the guards under his /her supervision, identifying strengths and weaknesses, provides remedial OJT, and recommends individual guards for awards or disciplinary action as appropriate to the Guard Force Commander. Assists Guard Force Commander with the day-to-day management by documenting performance, security discrepancies, and verifying time & attendance. Works on an 8-hour shift schedule based on day, evening, and morning shifts.

14. MAJOR DUTIES AND RESPONSIBILITIES

- During each shift, incumbent conducts random patrols/post inspections of all USG posts and facilities in Hanoi. The area of responsibility is city wide and includes 4 official facilities, 8 standalone residences and three apartment buildings. The number of guard posts inspected range from 13 to 22 depending on the shift. Patrols and inspections are either on foot or motorbike. 30%
- Inspects guards to ensure that they are alert, properly uniformed, and that all equipment is accounted for and functioning. Quizzes the guards' knowledge of general and post orders and their response to emergency situations. Reviews the post logbook to ensure that it is up to date and makes notes as to any discrepancies observed. Reviews incident reports prepared by guards for accuracy and completeness and forwards them to the Guard Force Commander. If necessary, drafts a written inspection report to document superior performance or significant deficiencies. Provides guards with OJT to improve performance. Drafts quarterly counselling statements for all guards in his/her squad. 40%
- Assist Guard Force Commander with the completion of administrative duties such as the preparation of the bi-weekly work schedule and drafting Employee Evaluation Reports (in Vietnamese) for revision and translation by the Guard Force Commander. 10%
- Responds to any incidents such as traffic accidents, suspicious or criminal activity and conducts the initial investigation. Drafts incident reports as required to document such incidents. 10%
- Stands posts as required to provide relief and or cover for personnel shortages. 10%